

**DOCUMENT NAME: Contracts****DAFIS DOCUMENT TYPE: 24**

1. **Description:** A contract is a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. A description of the goods or services required is prepared for all acquisitions by contract. Payment of these documents requires Contracting Officer payment approval. Following are definitions of some of the more common types of contracts.
  - a. **Firm Fixed Price:** The contractor is paid a lump sum for a specific job. Fixed Price Economic Price Adjustment (EPA) occurs when some element is subject to variation based on market conditions, such as steel or oil. Fixed Price with Incentive allows additional incentive money when the contractor delivers within budget or early. The amount received is formula based. Firm Fixed Price contracts can be paid either as partial payments (i.e., for supplies) or as progress payments (e.g., Construction Contracts).
  - b. **Cost Reimbursement:** The contractor is reimbursed based on costs incurred. Usually research and development projects are cost reimbursed. There can be a ceiling stipulated. A Cost Plus Fixed Fee stipulates a set amount of money be paid above cost; this cost does not vary with cost incurred. With a Cost Plus Incentive Fee, a contractor can earn an additional fee based on incentive formula. All of these contracts have a fifteen percent or one hundred thousand dollar holdback, whichever is lower.
  - c. **Indefinite Delivery:** This multitask contract is used when specific supplies and services are to be procured, but when and where is not yet known. A Delivery Order is issued against the contract defining the specifics. With a Requirements Contract, funding is provided by each Delivery Order as requirements come up. With an Indefinite Quantity Contract, a minimum quantity and obligation is provided up-front. With a Definite Quantity Contract, a specific quantity is obligated up-front. With a Basic Quantity, a minimum and maximum amount is stipulated. Payments are made upon delivery of supplies or progress payments may be made for services.
  - d. **Time and Materials, Labor Hour:** These contracts are similar to Cost Reimbursement. The contractor is reimbursed for time and materials. A fixed hourly labor rate is used. Materials are reimbursed on an actual cost basis.
  - e. **Letter Contracts:** When the Government has an urgent requirement and there is not enough time to do another type of contract, a letter can authorize acquisition. Later, a definitive contract must be established.
  - f. **Interagency:** This contract is used when an agency acquires supplies and services through another agency. Partial or full payment is made on delivery.
2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services  
SF-26, Award/Contract  
SF-33, Solicitation Offer and Award

- 3. Related Forms:** DD-250, Material Inspection and Receiving Report  
 DOT F-4200.1, Procurement Request  
 SF-30, Amendment Of Solicitation/Modification Of Contract  
 SF-1442, Solicitation Offer and Award  
 U. S. Coast Guard Contract Payment Approval Form

- 4. Document Number:** Standard Number - unit assigned.

SAMPLE: 2494904FAB001

| <u>Document Type</u> | <u>FY Funded</u> | <u>Procurement Site</u> | <u>FY Contract Originated</u> | <u>Region</u> | <u>Program Elements</u> | <u>Document Sequence</u> | <u>Suffix</u> |
|----------------------|------------------|-------------------------|-------------------------------|---------------|-------------------------|--------------------------|---------------|
| 24                   | 94               | 90                      | 4                             | F             | AB                      | 001                      |               |

Note: Document numbering for some of the types of contracts mentioned in Paragraph 1 above can vary significantly. Following are some examples:

- a. Example of Indefinite Delivery Contract DAFIS numbering.

- (1) Formal Contract Number DTCTG90-93-D-FAB123
- (2) The DAFIS DOC ID should be established as follows:

2493903FAB123 000 1st accounting line  
 2493903FAB123 001 2nd accounting line

**Note:** Stated minimum order quantity is the only amount obligated using the formal contract number. See (3) and (4) below for proper numbering of delivery orders placed in addition to this minimum stated quantity.

- (3) A delivery order is placed against contract DTCTG90-93-D-FAB123 in the following fiscal year and the Procurement Request (PR) number is 2194904FAB001. There is one accounting line to be charged. The order number is DTCTG90-94-F-FAB001.
- (4) The DAFIS DOC ID should be established as follows:

2494904FAB001 000

Note: The Delivery order number is not linked to the formal contract number in DAFIS.

- b. Example of Basic Ordering Agreement (BOA) DAFIS numbering.

- (1) Formal BOA number DTCTG 90-94-A-FAB111.
- (2) PR for order is 2194904FBB123. There is one accounting line.
- (3) The order number is DTCTG90-94-F-FBB123.

4. b. (4) The DAFIS Document ID should be established as follows:

2494904FBB123 000

Note: The order number is not linked to the formal BOA number in DAFIS.

- c. Example of Firm Fixed Price DAFIS numbering.

(1) Formal contract number DTG90-93-C-FAB321.

(2) There is one accounting line.

(3) The DAFIS DOC ID should be established as follows:

2493903FAB321

- d. Example of Modification in the following fiscal year to Firm Fixed Price Contract DTG 90-93-C-FAB321 due to change in scope.

(1) Mod includes two accounting lines. Modification numbering in DAFIS is:

2494903FAB321 000 1st accounting line

2494903FAB321 001 2nd accounting line

- e. Example of Modification in the following fiscal year to Firm Fixed Price Contract DTG90-93-C-FAB321 due to price increase with no change in scope.

(1) Mod includes one accounting line.

2493903FAB321 000

5. **Accounting Line:** If multiple accounting lines are used, a different suffix is required for each accounting line.

SAMPLE: 2/F/401/136/30/0/12345/2554

6. **FINCEN Critical Processing Requirements:**

- a. Copies of each contract must be forwarded to FINCEN. Contracts must include DAFIS accounting data, DAFIS document number, and cost breakdown for multiple accounting lines in the proper block to ensure accurate financial reporting.
- b. In addition to normal OF-347 requirements, delivery orders must contain the contract number in block 2.
- c. For vendor payment The CONTRACT PAYMENT APPROVAL FORM must be completed in its entirety (first endorsement is optional). The following information is vital to ensure proper payment terms are executed:
- (1) Date invoice received.

6. c. (2) Contract number.
- (3) Vendor name.
- (4) Standard DAFIS document number.
- (5) DAFIS accounting data.
- (6) Delivery and acceptance date.
- (7) Amount authorized for payment.
- (8) Discount terms.
- (9) Contract balance after payment.
- (10) Contract specialist, Project Officer, Contracting Officer signatures.
- d. In accordance with OMB Prompt Payment Circular A-125, any invoice determined not to be a proper invoice shall be returned within seven days of agency receipt. Contracting officers must provide this additional information with the approval form for any defective invoices that were returned to vendors. Contracting officers must ensure that dates of defective invoices are properly annotated as to when returned to vendor and that receipt of corrected copies are properly annotated. Contracting officers must ensure that receipt and acceptance are executed as promptly as possible. Approval documentation must be forwarded to FINCEN in a timely manner so that discounts can be taken and interest penalty payments can be avoided.
- e. **COPIES OF THE DOCUMENTS SUBMITTED MUST BE LEGIBLE.**

**7. Other Information:**

- a. The contracting site number will always be the number of the office procuring the goods.
- b. If the value of the Procurement Request (DOT F-4200.1) is greater than \$25,000, the requesting unit forwards a copy to the FINCEN marked "Commitment Copy".
- c. Items to note concerning modifications to contracts:
- (1) Administrative modifications result in no change on a PES report.
- (2) A modification that results in a new accounting line will generate a new suffix.
- (3) A modification that results in an increase or decrease to an existing accounting line will generate a transaction code indicating the increase and/or decrease.

7. c. (4) Copies of all Administrative Mods must be forwarded to the FINCEN. These documents should be marked as Administrative Change for Contract Payment File.
- d. (1) There are four approved methods of processing and transmitting contract obligations in LUFS. Chiefs of Contracting Offices (COCO) shall prescribe the method(s) of processing for all of their customer activities. Any of the following 4 methods may be designated:

- (a) Requisitioning office sends paper purchase request to contracting site. Requisitioner records commitment in LUFS. Contracting site makes award, and notifies requisitioner. Requisitioner's LUFS site transmits obligation.
- (b) Requisitioner sends E-mail/floppy disk purchase request to contract site. Requisitioner records commitment in LUFS. Contract site transmits obligation via its own LUFS site.

Note: When obligation is transmitted the requisitioner should ensure that the commitment has been liquidated. If it has not been, the requisitioning unit should place a "negative" commitment in order to avoid duplication.

- (c) Requisitioner records commitment in LUFS. Contract site electronically accesses requisitioner's database. Contract site works request, and makes contract award. Requisitioner's LUFS site transmits obligation.
- (d) Requisitioner sends contract site paper purchase request. Requisitioner records commitment in LUFS. Contracting site makes award. Contracting officer's LUFS site transmits obligation.

Requests to use other processing/transmission methods will be considered. Alternative methods shall be submitted to G-CFP for review and approval.

- (2) Waiver of procedures: In a limited number of instances it may be more advantageous to the government to mail all contract obligating documents to FINCEN and to allow FINCEN to enter obligations. This may only be done with prior agreement between the Chief of the Contracting Office (COCO) and Chief, Accounting Operations Division, USCG FINCEN. Direct liaison is authorized between the COCO and FINCEN to negotiate such waivers. Cases where COCO desires manual procedures but where COCO and FINCEN cannot agree shall be referred to G-CFP.
- (3) OSLTF and CERCLA obligations: Document Type 24 transactions obligating OSLTF and CERCLA funds will be mailed to FINCEN (OGR) and processed manually. NPFC and GCFS are currently working to develop procedures acceptable to GM, GCPM, MLC's and field MSO'S to implement use of LUFS for OPA-90 cases.

## 8. LUFS Information:

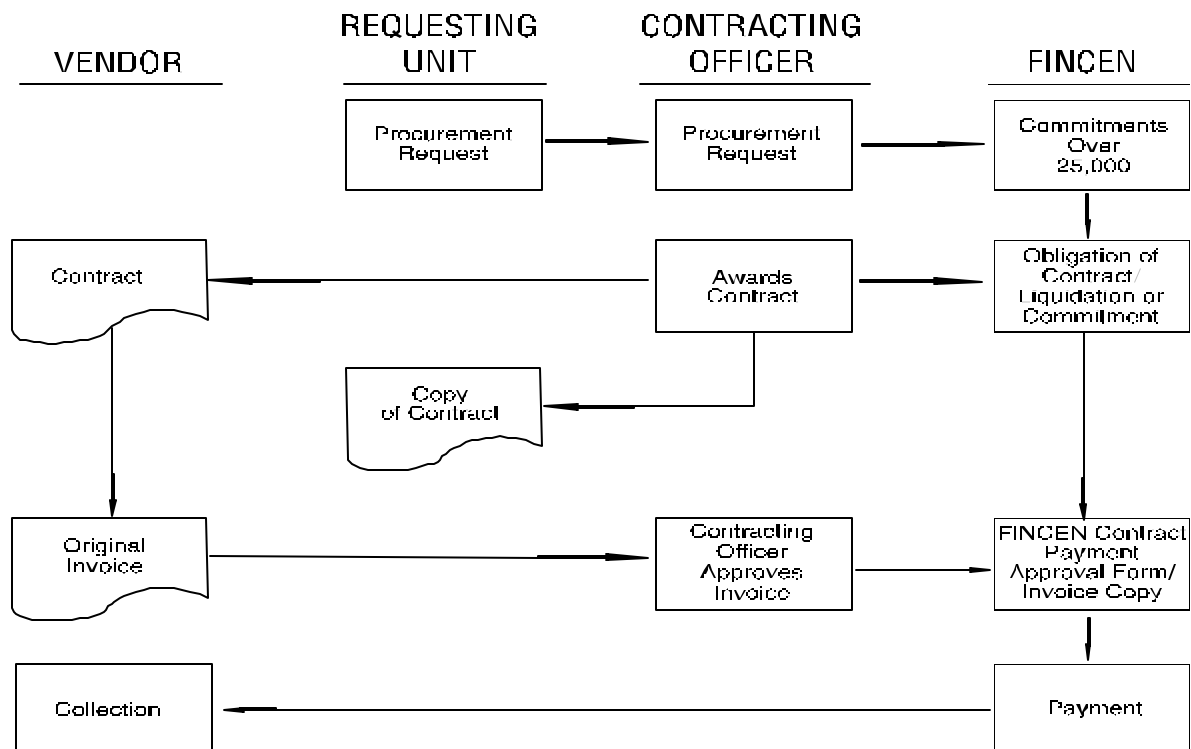
- a. All obligations will be transmitted electronically via LUFS.

8. b. A copy of the contract must be mailed to FINCEN and must have the statement on the face of the document:

**"OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS"**

- c. When transmitting to FINCEN, only the obligation accounting information (XA record) will be sent. When transmitting obligations that have related commitments in DAFIS you must reference the commitment number in the Reference Document Number field of LUFS for the commitment to be liquidated.
- d. This document can be entered into LUFS using either the Record Spending Module or the Purchase Order Module.
- (1) RECORD SPENDING: Standard generic input is made through the Record Spending Module.
- (2) PURCHASE ORDER: The Purchase Order Module in LUFS can be used to prepare this document. When transmitting to FINCEN, obligations, Purchase Order Headers, Purchase Order Line Items, and SF-30 information will be sent. When using this method, you must still enter the Record Spending Module to reference a commitment number to be liquidated, if required.
- e. This document should have the public/government indicator set to "P".

**9. Document Flow:**



**Figure: 12D-14 Contracts**

9. a. Figure 12D-14 describes the procedures for processing the Contracts form.
- b. The requesting unit prepares a Procurement Request (DOT F-4200.1), in accordance with local operating instructions, describing the goods or services required, and retaining one copy for unit records. If over \$25,000, the unit forwards one copy to the FINCEN marked "COMMITMENT COPY", and forwards the original to the Purchasing Unit.
- c. The Purchasing Unit awards the contract and forwards a copy to the Vendor, the unit, and the FINCEN marked "OBLIGATION COPY".
- d. The original vendor invoice is submitted to the contracting officer of the purchasing unit. The Contracting Officer sends the completed copy of the FINCEN Contract Payment Approval Form (see Figure 12D-17) and invoice to the FINCEN for payment. This must be accomplished in a timely manner so that discounts can be taken. They can be faxed when a discount or prompt payment date cannot be met, if mailed to the FINCEN. Material and Inspection and Receiving Reports (DD-250s) and Record messages can also be used. The dates placed on this form are important since they help determine payment date, late payment interest or discounts taken. If amount approved for payment is less than the amount of the invoice this should be noted on the form and annotated and initialed by the Contracting Officer on the invoice.
10. **Sample Forms:** See Figures 12D-15, 12D-16, 12D-17, 12D-18, 12D-19, 12D-20 and 12D-21.

11. **PES Report:**

| DOCUMENT ID      | TRANS<br>CODE | BATCH<br>NUMBER | COST<br>CENTER | OBJ<br>CLASS | COMMIT | UNDELIVERED<br>ORDERS | ACCRUED<br>EXPEND | EXPEND   |
|------------------|---------------|-----------------|----------------|--------------|--------|-----------------------|-------------------|----------|
| 24948143WA001000 | 051           | 94090F111       | 45000          | 2554         | 0.00   | 88504.14              | 0.00              | 0.00     |
| 24948143WA001000 | 0511          | 94125F111       | 45000          | 2554         | 0.00   | 4363.00               | 0.00              | 0.00     |
| 24948143WA001000 | 102F          | 94159F111       | 45000          | 2554         | 0.00   | 92867.14-             | 0.00              | 92867.14 |

12. **References:** COMDTINST M4200.19, Coast Guard Acquisition Procedures (CGAP)

| ORDER FOR SUPPLIES OR SERVICES  |   |  |             | PAGE 1 OF 2   |                    |                               |
|---|---|--|-------------|---|--------------------|-------------------------------|
| <b>IMPORTANT:</b> Mark all packages and papers with contract and/or order numbers.  |   |  |             |   |                    |                               |
| 1. DATE OF ORDER<br><b>11 FEB 1994</b>  |   | 2. CONTRACT NO. (If any)<br><b>DTCG81-92-D-3WA123</b>  |             | 3. ORDER NO.<br><b>DTCG81-94-P-3WA001</b>                                       |                    |                               |
| 4. REQUISITION/REFERENCE NO.<br><b>24948143WA001</b>  |   | 5. ISSUING OFFICE (Address correspondence to)<br><b>CONTRACTING OFFICER U.S. COAST GUARD<br/>CIVIL ENGINEERING UNIT NY<br/>BLDG 107 - ROOM 103 PHONE: (212) 668-1234<br/>GOVERNORS ISLAND, NY 10004 - 5039</b>                   |             |   |                    |                               |
| 6. SHIP TO: (If unique and address, ZIP Code)   |   | 7. TO: CONTRACTOR (Name, address and ZIP Code)<br><b>KEHRT, SHATKEN, SHARON, ARCHITECTS<br/>337 WITHERSPOON STREET<br/>PRINCETON, NJ 08052</b>   |             |   |                    |                               |
| 8. TYPE OF ORDER<br><input type="checkbox"/> A. PURCHASE - Reference your _____<br><br><small>Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is regulated under authority of:</small><br><br><input checked="" type="checkbox"/> B. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. |   | 9. ACCOUNTING AND APPROPRIATION DATA<br><b>2/3/401//132/43/0/WA/45000/2554</b>   |             |   |                    |                               |
| 10. REQUISITIONING OFFICE   |   | 11. BUSINESS CLASSIFICATION (If not applicable, leave blank)<br><input checked="" type="checkbox"/> SMALL <input type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> DIS-ADVANTAGED <input type="checkbox"/> WOMEN-OWNED |             |   |                    |                               |
| 12. F.O.B. POINT  |   | 14. GOVERNMENT B/L NO.   |             | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)<br><b>SEE PAGE TWO</b>          |                    |                               |
| 13. PLACE OF INSPECTION AND ACCEPTANCE  |   | 16. DISCOUNT TERMS   |             |   |                    |                               |
| <b>17. SCHEDULE (See reverse for Rejections)</b>  |   |  |             |   |                    |                               |
| ITEM NO.<br>(A)   | SUPPLIES OR SERVICES<br>(B)   | QUANTITY ORDERED<br>(C)  | UNIT<br>(D) | UNIT PRICE<br>(E)   | AMOUNT<br>(F)      | QUANTITY ACCEPTED<br>(G)      |
|   | <b>PSN 1213</b><br><br>Provide professional A/E and related technical services to perform an evaluation of the HVAC system in Building 125 for "sick building" syndrome and energy efficiency, and provide space programming and documentation for all Atlantic Area functions and staff in Building 125, 104 and 105 in accordance with the attached Scope of Services dated 10/09/92.<br><br>Reimbursable expenses as outlined in your February 1994 faxed proposal<br><br>FINCEN E-MAIL ADDRESS: CSCALL/FINCEN@CGSMIP.COMDT.USCG.MIL |  |             | <b>LUMP SUM</b>   | <b>\$86,426.14</b> |                               |
|   |   |  |             | <b>NOT TO EXCEED</b>  | <b>\$ 2,078.00</b> |                               |
| 18. SHIPPING POINT  |   | 19. GROSS SHIPPING WEIGHT  |             | 20. INVOICE NO.   |                    | 17 (H). TOT.<br>(Cont. Pages) |
| 21. MAIL INVOICE TO (Use back ZIP Code)<br><b>Address in block 5</b>  |   |  |             | <b>NOT TO EXCEED \$88,504.14</b>  |                    | 17 (I). GRAND TOTAL           |
| 22. UNITED STATES OF AMERICA<br>BY (Signature)  |   |  |             | 23. NAME (Typed)<br><b>JOHN J. SMITH</b><br>TITLE: CONTRACTING/ORDERING OFFICER |                    |                               |
| DEPT. OF TRANSP., USCG, CG-5398 (10-84)   |   |  |             | ORIGINAL (Copy 1) White   |                    | SN 7530-01-GF3-1080           |

Figure 12D-15 CG-5398, Order for Supplies or Services



| ORDER FOR SUPPLIES OR SERVICES<br>SCHEDULE - CONTINUATION                   |  |                                    |             |                                 |               | PAGE NO.<br>2               |
|---|--|------------------------------------|-------------|---------------------------------|---------------|-----------------------------|
| IMPORTANT: Mark all packages and papers with contract and/or order numbers. |  |                                    |             |                                 |               |                             |
| DATE OF ORDER<br>11 FEBRUARY 1994   |  | CONTRACT NO.<br>DTCG81-92-D-3WA123 |             | ORDER NO.<br>DTCG81-94-F-3WA001 |               |                             |
| ITEM NO.<br>(A)   | SUPPLIES OR SERVICES<br>(B)  | QUANTITY<br>ORDERED<br>(C)         | UNIT<br>(D) | UNIT<br>PRICE<br>(E)            | AMOUNT<br>(F) | QUANTITY<br>ACCEPTED<br>(G) |
|   | DELIVERY/PAYMENT SCHEDULE  |                                    |             |                                 |               |                             |
|   | Evaluation HVAC 11 Apr 94  |                                    |             |                                 | \$16,487.72   |                             |
|   | Report 11 Jun 94   |                                    |             |                                 | \$13,048.94   |                             |
|   | Space Programming 11 Apr 94  |                                    |             |                                 | \$23,175.76   |                             |
|   | Documentation 11 Jun 94  |                                    |             |                                 | \$14,297.12   |                             |
|   | CAD Documentation 11 Jun 94  |                                    |             |                                 | \$15,202.24   |                             |
|   | Bldg. 105 Evaluation 11 Jun 94   |                                    |             |                                 | \$ 4,214.36   |                             |
|   | THE DELIVERY REQUIREMENTS AS STATED ARE MANDATORY AND SHALL BE STRICTLY ADHERED TO. THE CONTRACTING OFFICER SHALL BE NOTIFIED IMMEDIATELY OF ANY ANTICIPATED DELAYS. |                                    |             |                                 |               |                             |
|   | INVOICES SHALL BE SUBMITTED IN ACCORDANCE WITH THE INSTRUCTIONS ON PAGE 13 OF THE CONTRACT.  |                                    |             |                                 |               |                             |
|   | ONLY THE CONTRACTING OFFICER HAS THE AUTHORITY TO MAKE CHANGES TO THE SCOPE OF WORK THAT AFFECT THE AMOUNT OR COMPLETION REQUIREMENTS OF THIS TASK ORDER.            |                                    |             |                                 |               |                             |
|   | ALL REPORTS, CORRESPONDENCE AND OTHER DOCUMENTATION SHALL BE SENT DIRECTLY TO THE CONTRACTING OFFICER. FAILURE TO DO SO MAY DELAY PROMPT PAYMENTS.                   |                                    |             |                                 |               |                             |
|   | CONTRACTOR IS REQUIRED TO SIGN AND RETURN ORIGINAL COPY OF THIS DOCUMENT.  |                                    |             |                                 |               |                             |
|   | Signature  |                                    |             |                                 |               |                             |
|   | Date   |                                    |             |                                 |               |                             |
|   | Encl: (1) Scope of services dated 10/9/92 w/attachments  |                                    |             |                                 |               |                             |
|   | cc: Mr. Pink; LCDR. Hobaica;<br>FINCEN; W/L  |                                    |             |                                 |               |                             |
| TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))                              |  |                                    |             |                                 |               |                             |

DEPT. OF TRANSP., USCG, CG-5398A (10-84) ORIGINAL (Copy 1) White SN 7530-01-GF3-1090

Figure 12D-16 CG-5398, Order for Supplies or Services (cont'd)

| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT   |  |   |  | 1. CONTRACT ID CODE   | PAGE OF PAGES<br>1   2 |   |
|--|--|---|--|---|------------------------|---|
| 2. AMENDMENT/MODIFICATION NO.<br>0001  |  | 3. EFFECTIVE DATE<br>02 APR 1994                            |  | 4. REQUISITION/PURCHASE REQ. NO.<br>24948143WA001   |                        | 5. PROJECT NO. (If applicable)<br>PSN 1213                                |
| 6. ISSUED BY<br>CODE<br>K03<br>CONTRACTING OFFICER U.S. COAST GUARD<br>CIVIL ENGINEERING UNIT NEW YORK<br>BUILDING 107, ROOM 103<br>GOVERNORS ISLAND, NY 10004-5039  |  | 7. ADMINISTERED BY (If other than Item 6)<br>CODE<br>TC-051 |  |   |                        |   |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)<br><br>KEHRT SHATKEN SHARON, ARCHITECTS<br>337 WITHERSPOON STREET<br>PRINCETON, NJ 08542   |  |   |  | 9A. AMENDMENT OF SOLICITATION NO.<br><br>9B. DATED (SEE ITEM 11)<br><br>10A. MODIFICATION OF CONTRACT/ORDER NO.<br>DTCG81-92-D-3WA123<br>10B. DATED (SEE ITEM 13)<br>03 JUNE 1992 |                        |   |
| CODE   |  | FACILITY CODE   |  | 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS   |                        |   |
| <input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.<br>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:<br>(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. |  |   |  |   |                        |   |
| 12. ACCOUNTING AND APPROPRIATION DATA (If required)<br>2/3/401/132/43/0/WA/45000/2554  |  |   |  | INCREASE: \$4,363.00  |                        |   |
| 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.   |  |   |  |   |                        |   |
| <input checked="" type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.<br><input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).<br><input checked="" type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:<br>CONTRACT CHANGES CLAUSE F.A.R. 52.243-01<br><input type="checkbox"/> D. OTHER (Specify type of modification and authority)   |  |   |  |   |                        |   |
| E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>ORIG.</u> copies to the issuing office.  |  |   |  |   |                        |   |
| 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  |  |   |  |   |                        |   |
| To design the rehabilitation of building 140 and the relocation of the credit union to Building 110 is modified to include the following additional work.<br><br>Prepare and furnish a color/finish board and material selection catalog for use during the construction phase of the rehab. .... \$4,363.00<br><br>Delivery shall be as follows:<br>a. Initial selection/approval 04/11/94<br>b. Assemble equipment catalog in binder 04/14/94  |  |   |  |   |                        |   |
| Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.   |  |   |  |   |                        |   |
| 15A. NAME AND TITLE OF SIGNER (Type or print)  |  |   |  | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  |                        |   |
|  |  |   |  | J. SMITH  |                        |   |
| 15B. CONTRACTOR/OFFEROR  |  | 15C. DATE SIGNED  |  | 16B. UNITED STATES OF AMERICA   |                        | 16C. DATE SIGNED  |
| (Signature of person authorized to sign)   |  |   |  | BY (Signature of Contracting Officer)   |                        | 02 APR 19   |
| NSN 7540-01-152-8070<br>PREVIOUS EDITION UNUSABLE  |  |   |  | 30-105  |                        | STANDARD FORM 30 (REV. 10-83)<br>Prescribed by GSA<br>FAR (48 CFR) 53.243 |

Figure 12D-17 SF-30, Amendment of Solicitation/Modification of Contract

MODIFICATION NO. A0001  
DTCG81-92-D-3WA123  
(CONT'D)

PAGE 2 OF 2

C. Prepare room finish and color schedule keyed to Plan 04/21/94

|                                   |                 |
|-----------------------------------|-----------------|
| Task Order price brought forward: | \$88,504.14     |
| This increase:                    | <u>4,363.00</u> |
| New Task Order price:             | \$92,867.14     |

This modification constitutes full and complete compensation for all work covered herein.

cc: Mr. Fine; LCDR Great; FINCEN; w/l

Figure 12D-18 SF-30, Amendment of Solicitation/Modification of Contract (cont'd)

|   |                           |   |   |   |                          |
|---|---------------------------|---|---|---|--------------------------|
| <b>SOLICITATION OFFER<br/>AND AWARD</b><br>(Construction, Alteration, or Repair)  |                           | 1. SOLICITATION NO.<br>DTCG81-92-3WA123   | 2. TYPE OF SOLICITATION<br><input checked="" type="checkbox"/> SEALED BID (FB)<br><input type="checkbox"/> NEGOTIATED (RFP) | 3. DATE ISSUED<br>2/5/94                  | PAGE OF PAGES<br>1 of 39 |
| IMPORTANT - The "offer" section on page 2 must be fully completed by offeror.   |                           |   |   |   |                          |
| 4. CONTRACT NO.<br>DTCG81-92-D-3WA123   |                           | 5. REQUISITION/PURCHASE REQUEST NO.<br>CEU NEW YORK ARMSTRONG   |   | 6. PROJECT NO.<br>P/N 09-8060, 1012, 2025 |                          |
| 7. ISSUED BY<br>Contracting Officer (cp)<br>USCG Civil Engineering Unit NY<br>Bldg. 107 - Room 103<br>Governor's Island, NY 10004-5039  |                           | 8. ADDRESS OFFER TO<br>Same as block #7.<br><br>FOR BID RESULTS PLEASE CALL THE BID<br>RESULT HOTLINE AT (216) 522-3954,<br>EXT. 243. |   |   |                          |
| 9. FOR INFORMATION<br>CALL  | A. NAME<br>Alice L. Owens |   | B. TELEPHONE NO. (include area code) (NO COLLECT CALLS)<br>(216) 522-3954, EXT. 683   |   |                          |
| SOLICITATION  |                           |   |   |   |                          |
| NOTE: The sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".   |                           |   |   |   |                          |
| 10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS (Title, identifying no., date):  |                           |   |   |   |                          |
| <p>BASIC BID: Provide all labor, materials, equipment, transportation and supervision required to improve the heating and ventilation system at Building 125. Work includes modification to ventilation ducting, installation of new explosion proof exhaust fan, ventilation louvers, controls and installation of new exterior windows and concrete block wall. All work shall be performed in accordance with USCG Specification Numbers P/N 09-8060, 09-1012, and 09-2025 dated June 1993 and USCG Construction Drawings 5298-D, sheets 1 thru 2 of 2, Reference Drawing S 30367-P, sheet 1 of 1; and No. 09-01-82, sheet 37 of 56, and the clauses and provisions incorporated herein.</p> <p>Award shall be made under the Small Business Competitiveness Demonstration Program, pursuant to Public Law 100-656. This solicitation is unrestricted and open to both small and large businesses.</p> <p>Area Wage rates apply to this solicitation and resultant contract.</p> |                           |   |   |   |                          |
| 11. The contractor shall begin performance within <u>15</u> calendar days and complete it within <u>60</u> <del>calendar</del> <sup>calendar</sup> days after receiving   |                           |   |   |   |                          |
| Note: See F-1, FAR 52.212-3, Commence, Prosec. & Compl. of Work, page 4 of 39<br><input type="checkbox"/> award, <input checked="" type="checkbox"/> notice to proceed. This performance period is <input checked="" type="checkbox"/> mandatory, <input type="checkbox"/> negotiable. (See )   |                           |   |   |   |                          |
| 12A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS?<br>(If "YES," indicate within how many calendar days after award in item 12B.)   |                           |   |   | 12B. CALENDAR DAYS                        |                          |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Note: See H-2, Required Bonds, page 5 of 39.  |                           |   |   | Ten                                       |                          |
| 13. ADDITIONAL SOLICITATION REQUIREMENTS:   |                           |   |   |   |                          |
| A. Sealed offers in original and <u>1</u> copies to perform the work required are due at the place specified in Item 8 by <u>1:00 PM</u> (hour) local time <u>March 10, 1994</u> (date). If this is a sealed bid solicitation, offers must be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.   |                           |   |   |   |                          |
| B. An offer guarantee <input checked="" type="checkbox"/> is. <input type="checkbox"/> is not required. Note: See H-2, Required Bonds, Page 5 of 39.  |                           |   |   |   |                          |
| C. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.   |                           |   |   |   |                          |
| D. Offers providing less than <u>60</u> calendar days for Government acceptance after the date offers are due will be considered and will be rejected.  |                           |   |   |   |                          |
| STANDARD FORM 1442 (Rev. 4-85)<br>Prescribed by GSA<br>FAR (48 CFR) 53.236-1(c)   |                           |   |   |   |                          |

Figure 12D-19 SF-1442, Solicitation Offer and Award

Enclosure (XX) to COMDTINST M4200.19E  
COAST GUARD CONTRACT PAYMENT APPROVAL

|   |  |
|---|--|
| CONTRACTOR NAME <u>The Satisfied Vendor</u> | CONTRACT NO <u>DTCG83-94-C-3WF123</u>  |
| INVOICE/VOUCHER NO. <u>123-45</u>           | D.O./T.O. NO <u>DTCG83-94-C-3WF456</u> |
| INVOICE/VOUCHER AMOUNT <u>92,867.14</u>     | MODIFICATION NO <u>017</u>             |
| DATE PROPER INVOICE/VOUCHER                 | DAFIS NO _____                         |
| RECEIVED <u>5/20/94</u>                     |  |

FROM: J. Smith, Contract Specialist/Contracting Officer  
TO: R. Taylor, Project Officer/COTR

1. The attached invoice/voucher is forwarded for your verification of receipt of material and/or services. If the invoice is 100% acceptable, indicate your acceptance by completing Lines 1. and 2. of the First Endorsement below. If a discrepancy exists, please explain your reason for disapproval by completing Line 3 of the First Endorsement.

2. If multiple lines of accounting are being charged please note:

Accounting line 2 / 3 / 401 / 132 / 43 / 0 / WF / 20160/2554 / \$90,800.14

Accounting line 2 / 3 / 401 / 132 / 43 / 0 / WF / 20160/2564 / \$ 2,067.00

3. Please return this form to me by: 5/28/94.

**TYPE OF PAYMENT: FINAL PARTIAL COST-REIMBURSEMENT PROGRESS**  
(Circle One)

|                           |                      |
|---------------------------|----------------------|
| _____<br><b>SIGNATURE</b> | _____<br><b>DATE</b> |
| <b>FIRST ENDORSEMENT</b>  |                      |

FROM: Robert Taylor, Project Officer/COTR  
TO: Joyce Smith, Contract Specialist

1. I recommend payment of Invoice/Voucher No. 123-45  
in the amount of \$92,867.14.

2. Delivery date was: 5/15/94. Acceptance Date is 5/22/94.

3. I do not recommend payment of the invoice/voucher for the following reasons:

|                           |                      |
|---------------------------|----------------------|
| _____<br><b>SIGNATURE</b> | _____<br><b>DATE</b> |
| <b>SECOND ENDORSEMENT</b> |                      |

FROM: J. Smith, Contracting Officer  
TO: R. Taylor, Accounts Payable

1. Invoice/Voucher No. 123-45 is approved in the amount of \$92,867.14.  
Contract balance is \$347,877.25.

2. Amount to be withheld: \$0. Comments:

3. Delivery date was: 5/15/94. Acceptance Date is 5/22/94.  
(Must be completed only when not provided at line 2. of FIRST ENDORSEMENT.)

**DISCOUNT FOR PROMPT PAYMENT:**

|10days|20days|30days|\_\_days|

| 1 % | \_\_\_\_ % | \_\_\_\_ % | \_\_\_\_ % |

|                           |                      |
|---------------------------|----------------------|
| _____<br><b>SIGNATURE</b> | _____<br><b>DATE</b> |
|---------------------------|----------------------|

**Figure 12D-20 USCG Contract Payment Approval Sheet**

Enclosure (2) to COMDTINST M4200.19F

## COAST GUARD CONTRACT PAYMENT APPROVAL

CONTRACTOR: \_\_\_\_\_ CONTRACT NO: \_\_\_\_\_  
 DTCG \_\_\_\_\_

INVOICE/VOUCHER NO: \_\_\_\_\_ DO/TO NO: \_\_\_\_\_

DATE PROPER INVOICE/VOUCHER RECEIVED: \_\_\_\_\_

FROM: \_\_\_\_\_, CONTRACT SPECIALIST/CONTRACTING OFFICER

TO: \_\_\_\_\_, FINANCE CENTER, ACCOUNTS PAYABLE

(a) ☐ Pay full amount of invoice/voucher \$ \_\_\_\_\_ or

(b) ☐ Pay \$ \_\_\_\_\_ and retain \$ \_\_\_\_\_

Reason for retainage \_\_\_\_\_

(a) ☐ Complete DAFIS numbers (must contain 16 characters each):

DAFIS NO: \_\_\_\_\_ \$ \_\_\_\_\_

DAFIS NO: \_\_\_\_\_ \$ \_\_\_\_\_

DAFIS NO: \_\_\_\_\_ \$ \_\_\_\_\_

OR

(b) ☐ The accounting data for this invoice/voucher is as follows:

DAFIS NO. (13 characters only) \_\_\_\_\_ AND

Accounting Line: \_\_\_\_\_ \$ \_\_\_\_\_

Accounting Line: \_\_\_\_\_ \$ \_\_\_\_\_

Accounting Line: \_\_\_\_\_ \$ \_\_\_\_\_

The contract/order balance after this payment is \$ \_\_\_\_\_

TYPE PAYMENT: FINAL PARTIAL COST-REIMBURSEMENT PROGRESS

CONTRACT FINANCING: \_\_\_Y \_\_\_N ASSIGNMENT OF CLAIMS? \_\_\_Y \_\_\_N

DISCOUNT FOR PROMPT PAYMENT: 10 DAYS 20 DAYS 30 DAYS \_\_\_\_\_ DAYS

\_\_\_\_\_ % \_\_\_\_\_ % \_\_\_\_\_ % \_\_\_\_\_ %

PAYMENT TERMS: \_\_\_\_\_ DAYS

ACCEPTANCE DATE: \_\_\_\_\_ COTR INITIALS: \_\_\_\_\_

(Optional)

ADDITIONAL COMMENTS:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contract Specialist/Contracting Officer

For Payment questions contact: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 Name Telephone E-mail

**Figure 12D-21 USCG Contract Payment Approval Sheet (Blank)**